

Carlsbad City Library Computer Classes



May 2011

Library Learning Center

Wednesday, May 4	Internet Basics	2-2:50 pm
Tuesday, May 10	Social Networking	1-2:20 pm
Wednesday, May 11	Internet Basics	2-2:50 pm
Wednesday, May 11	E-mail Basics	3-4:30 pm
Wednesday, May 18	Internet Basics	2-2:50 pm
Tuesday, May 24	Career Transitions	1-2:20 pm
Wednesday, May 25	Internet Basics	2-2:50 pm
Wednesday, May 25	Tips and Tricks	3-4:30 pm

Library Learning Center • 3368 Eureka Place • Carlsbad CA 92008
Call 760-434-2871 or 760-931-4500 to register for a class.

Dove Library

Thursday, May 5	Internet Basics	9-10:00 am
Wednesday, May 11	E-mail Basics	9-10:00 am
Tuesday, May 17	Beginning Word	9-10:30 am
Thursday, May 19	MS Office	9-10:00 am
Wednesday, May 25	Internet Searching	9-10:30 am

Dove Library • 1775 Dove Lane • Carlsbad CA 92011
Call 760-602-2039 to register for a class.

Learn to Use a Computer @ Your Library



www.carlsbadlibrary.org

Beginning Word

In this workshop you will be creating and editing new documents. Learn how to change font style and size; center, bold and underline; copy, move and delete text; bullets and numbers; spell check and print documents. Basic computer skills required.

All classes
and tutoring
sessions are
FREE!

E-mail Basics

Set-up a free e-mail account . Start sending messages to friends and family immediately. Basic Internet knowledge is required for this class.

Internet Basics

The Internet is easier than you think. Join us for a fun and informal introduction to the Internet and start exploring the World Wide Web. This hands-on class is designed for those who have little or no Internet experience.

Internet Searching

Discover search engines. Tour a variety of interesting and informative websites. Learn great search strategies and time saving tips and tricks for online research. This class is designed for those who have basic Internet experience.

Internet Tips & Tricks

Learn ways to make surfing the web easier by using the: View Menu, Tools Menu, Favorites, Saving, Printing, Editing, or when all else fails . . . the Help Button.

MS Office Basics

Learn how to move files, delete files, highlight, copy and paste, and navigate through programs. We will briefly explore MS Word, PowerPoint, Excel and Internet Explorer.

Tutors at Dove Library

Get one-on-one help with e-mail, Internet, MS Word and/or MS Office with a volunteer computer tutor. The tutor can also cover the same material that we cover in classes. Call 760-602-2039 to make an appointment.

Career Transitions

Need to prepare a resume or find a job? Improve your skills through a step-by-step guide to explore new careers, improve your chances in a new or current profession, examine future job outlooks and search for jobs. Basic Internet experience needed.

NEW

Social Networking

Connect with family & friends both near and far, find new friends & old friends and promote your business or brand with FACEBOOK. Learn how to share your stories, images, video and more. Internet experience needed.

Call 760-434-2871 or 931-4500 to learn about upcoming topics and to register.